

Standards/Measurement Criteria

(Draft)**

Cosmetology

CIP No. 12.0400

These state standards are designed to be delivered in a sequence of courses. *Standards 1-10 are to be taught as an introduction within the Cosmetology program.

****Please note: The following CTE program Standards/Measurement Criteria are tentative until assessments are established.**

***1.0 EXPLORE CAREERS IN COSMETOLOGY**

- 1.1 Research employment opportunities in cosmetology
- 1.2 Recognize factors that influence career choices
- 1.3 Relate interests, skills, and attitudes to career exploration in cosmetology
- 1.4 Investigate wages related to the cosmetology field
- 1.5 Employ decision making skills to career choices
- 1.6 Examine the requirements of licensure in careers in cosmetology

***2.0 DEMONSTRATE JOB SEARCH SKILLS FOR COSMETOLOGY**

- 2.1 Complete an employment application for an entry level cosmetology position
- 2.2 Practice interviewing skills
- 2.3 Review resumé styles

***3.0 PRACTICE EMPLOYABILITY SKILLS FOR THE COSMETOLOGY INDUSTRY**

- 3.1 Identify factors contributing to job success
- 3.2 Demonstrate work ethics and behavior
- 3.3 Discuss how social skills are helpful in obtaining and maintaining a job
- 3.4 Discuss elements of professionalism

***4.0 PRACTICE STRATEGIES FOR LIFE AND CAREER SUCCESS IN THE COSMETOLOGY INDUSTRY**

- 4.1 Identify decision making and goal setting processes
- 4.2 Practice appropriate etiquette and social skills
- 4.3 Evaluate personal and professional grooming and hygiene
- 4.4 Evaluate components of healthy relationships

***5.0 PRACTICE EFFECTIVE COMMUNICATION SKILLS APPLICABLE TO THE COSMETOLOGY INDUSTRY**

- 5.1 Interpret verbal and nonverbal communication
- 5.2 Identify barriers to effective communication
- 5.3 Practice skills used to communicate with clients in a cosmetology workplace
- 5.4 Analyze conflict resolution

***6.0 PARTICIPATE IN LEADERSHIP ACTIVITIES SUCH AS THOSE SUPPORTED BY CAREER AND TECHNICAL STUDENT ORGANIZATIONS SUCH AS SkillsUSA**

- 6.1 Determine the roles and responsibilities that leaders and team members bring to a cosmetology workplace
- 6.2 Identify the differences between management and leadership
- 6.3 Describe characteristics of an effective team player
- 6.4 Discuss characteristics of effective teams
- 6.5 Practice techniques to involve each member of the team
- 6.6 Practice teamwork required for a cosmetology environment
- 6.7 Practice effective meeting management
- 6.8 Examine the differences between consensus building and majority decision making
- 6.9 Participate in a cosmetology career development event
- 6.10 Practice the decision-making process

***7.0 DEVELOP TECHNOLOGICAL LITERACY FOR THE COSMETOLOGY WORKPLACE**

- 7.1 Examine the uses of technology in the cosmetology field
- 7.2 Demonstrate basic usage of computers (input, storage, output)
- 7.3 Access information electronically (via Internet, CD-ROM, etc.)
- 7.4 Understand and identify the functions and purpose of e-mail systems
- 7.5 Apply basic commands of operating system software

***8.0 APPLY PROBLEM SOLVING AND DECISION MAKING PROCESSES TO COSMETOLOGY SITUATIONS**

- 8.1 Practice problem-solving processes for a cosmetology environment
- 8.2 Prepare a plan of work and schedule
- 8.3 Identify need for evaluation of products/services

***9.0 PRACTICE SAFE WORKING PROCEDURES FOR THE COSMETOLOGY WORKPLACE**

- 9.1 Identify responsibilities of professionals to create/maintain a safe cosmetology work environment
- 9.2 Wear/use protective clothing/gear to ensure personal safety in a cosmetology workplace
- 9.3 Explain the importance of the OSHA (Occupational Safety and Health Administration) standards, HazCom (Hazard Communication Standard) requirements and MSDS (Material Safety Data Sheets)
- 9.4 Exercise safety standards and infection control practices in the laboratory
- 9.5 Explain safety precautions when working with tools, equipment and products
- 9.6 Research how to use, maintain, clean and disinfect tools and equipment

***10.0 EXPLORE THE LEGAL AND ETHICAL ENVIRONMENT OF THE COSMETOLOGY INDUSTRY**

- 10.1 Define code of ethics for a cosmetology environment
- 10.2 Examine the relationship between ethics and the law for the cosmetology industry
- 10.3 Identify workers' rights regarding workplace issues including safety, drug testing, harassment, discrimination, privacy, etc.
- 10.4 Review the liabilities associated with the cosmetology industry

11.0 DEVELOP AN INDIVIDUAL CAREER PLAN FOR THE COSMETOLOGY PROFESSION

- 11.1 Investigate career options including business ownership
- 11.2 Develop career goals based on interests, aptitudes, and research
- 11.3 Review and revise career plans on an annual basis
- 11.4 Manage personal and career goals
- 11.5 Describe factors that contribute to job satisfaction and success

12.0 PREPARE FOR EMPLOYMENT IN THE COSMETOLOGY INDUSTRY

- 12.1 Explain the steps in a job search
- 12.2 Develop a résumé and portfolio of work and accomplishments
- 12.3 Research a company as a potential employer
- 12.4 Complete the job application process
- 12.5 Demonstrate interviewing skills, including pre-interview preparation and post-interview follow-up

13.0 PARTICIPATE IN BEAUTY CLINIC/LAB FOR SALON WORK-BASED LEARNING EXPERIENCES

- 13.1 Demonstrate positive work behaviors
- 13.2 Demonstrate positive interpersonal behaviors
- 13.3 Demonstrate safe and healthy work behaviors
- 13.4 Demonstrate ability to adapt to changes in the workplace
- 13.5 Demonstrate responsibility as a salon professional by practicing infection control
- 13.6 Participate in a variety of work-based activities

14.1 DEMONSTRATE ORAL COMMUNICATION SKILLS REQUIRED FOR THE COSMETOLOGY PROFESSION

- 14.1 Use questioning techniques to obtain needed information for client consultations
- 14.2 Interpret oral and nonverbal communications of clients
- 14.3 Demonstrate active listening during communications
- 14.4 Communicate using culturally sensitive language for a diverse clientele
- 14.5 Demonstrate effective customer service and professional telephone etiquette

15.0 DEMONSTRATE WRITTEN COMMUNICATION SKILLS

- 15.1 Conduct research on a relevant topic
- 15.2 Organize information and develop a draft or outline
- 15.3 Write communication using appropriate format
- 15.4 Utilize multiple technologies for written communication

16.0 EVALUATE THE ROLE OF THE COSMETOLOGY INDUSTRY IN THE ECONOMY

- 16.1 List the factors, including personal traits, which contribute to success of a salon
- 16.2 Compare/contrast the advantages/disadvantages of sole proprietorships, partnerships and corporations
- 16.3 Design a salon floor plan
- 16.4 Use laws, rules and regulations of the Arizona State Board of Cosmetology for state compliance of a salon
- 16.5 Analyze the relationship of customer service and customer satisfaction on the success of a business

17.0 PARTICIPATE IN LEADERSHIP ACTIVITIES SUCH AS THOSE SUPPORTED BY CAREER AND TECHNICAL STUDENT ORGANIZATIONS SUCH AS THOSE SUPPORTED BY SkillsUSA

- 17.1 Determine the roles and responsibilities that leaders and members bring to an organization
- 17.2 Evaluate characteristics of effective teams
- 17.3 Evaluate characteristics of an effective team player
- 17.4 Practice techniques to involve each member of the team
- 17.5 Demonstrate teamwork
- 17.6 Practice effective meeting management
- 17.7 Demonstrate business etiquette
- 17.8 Practice decision-making process

18.0 EXHIBIT PROFESSIONALISM

- 18.1 Practice hygiene, grooming and professional appearance principles
- 18.2 Complete a consultation with a client establishing the type of service and price with client
- 18.3 Create an organized and sanitized work area at all times
- 18.4 Evaluate client's reactions to service
- 18.5 Outline steps to secure and maintain a professional license with a commitment to continuing education and skill development
- 18.6 Determine and use Infection Control for premises, tools and implements and person to person

19.0 MODEL SAFETY PRECAUTIONS AND BASIC FIRST-AID PROCEDURES

- 19.1 Establish a safe working environment
- 19.2 Demonstrate correct AZ State Law for exposure to blood and body fluids
- 19.3 Demonstrate referral techniques for medical treatment when a disorder or disease is identified
- 19.4 Display clearly labeled bottles and jars of all materials used
- 19.5 Use razor, pusher, nippers and shears safely
- 19.6 Inspect and test all tools for proper operation and temperature
- 19.7 Use (PPE) Personal Protective Equipment while applying chemicals

20.0 VERIFY INFECTION CONTROL ACCORDING TO ARIZONA STATE BOARD PROCEDURES

- 20.1 Set up facility and work areas
- 20.2 Determine efficacy of disinfectants and correct mixing of disinfectants through reading labels
- 20.3 Determine levels of infection control and choose method of decontamination necessary for tools, facilities and persons
- 20.4 Demonstrate wet disinfection procedures of tools and implements
- 20.5 Demonstrate dry storage of pre-disinfected tools and implements
- 20.6 Demonstrate how to sanitize electrical equipment following manufacturer's directions and State Board Infection Control guidelines
- 20.7 Demonstrate proper laundry and storage techniques for towels, sheets, lab jackets and capes
- 20.8 Dispose of waste materials according to OSHA and manufacturer's standards
- 20.9 Demonstrate hand washing and using sanitizer before servicing the client

21.0 CLASSIFY CHEMICALS USED IN A SALON

- 21.1 Describe chemicals and their effects on hair, skin, and nails
- 21.2 Outline correct procedures to assure accurate use of products
- 21.3 Demonstrate the use of Materials Safety Data Sheet (MDS) for all chemicals and products used in a salon
- 21.4 Demonstrate product pharmacology and chemistry formulation, composition and hazards

22.0 PERFORM SCALP AND HAIR TREATMENTS

- 22.1 Prepare and consult with client for scalp and hair treatments
- 22.2 Analyze hair and select most effective products
- 22.3 Identify disorders and diseases of hair and scalp and take proper action
- 22.4 Select and apply hair treatment
- 22.5 Select and apply scalp-care treatment
- 22.6 Perform scalp manipulations
- 22.7 Shampoo and rinse hair
- 22.8 Identify alternative hair technology

23.0 DETERMINE AND USE APPROPRIATE HAIRCUT TECHNIQUES

- 23.1 Prepare and perform consultation with client for a haircut
- 23.2 Perform hair cut using shears
- 23.3 Shape hair with a razor
- 23.4 Perform hair cut using clippers
- 23.5 Perform texturizing techniques
- 23.6 Trim beard, mustache and sideburns
- 23.7 Cut a wig or hairpiece
- 23.8 Perform wet and dry cuts

24.0 DEMONSTRATE CHEMICAL TEXTURIZING TECHNIQUES

- 24.1 Drape and consult client to determine client's desired results
- 24.2 Analyze hair and scalp and select appropriate chemical
- 24.3 Select and perform rod placement for service
- 24.4 Properly apply permanent wave solution, perform test curl and neutralize
- 24.5 Demonstrate rinsing, blotting and neutralizing techniques
- 24.6 Correct special problems associated with permanent waving

25.0 ANALYZE AND DEMONSTRATE STYLING TECHNIQUES

- 25.1 Properly drape and consult with client for hairstyling to determine desired results
- 25.2 Demonstrate wet hairstyling techniques including roller and wave placement
- 25.3 Finish style comb out using a variety of techniques
- 25.4 Perform thermal styling techniques
- 25.5 Straighten hair using pressing comb
- 25.6 Perform flat iron techniques
- 25.7 Perform specialized styling techniques including braiding and extensions
- 25.8 Perform round brush techniques
- 25.9 Apply proper styling and finishing products

26.0 PERFORM CHEMICAL HAIR-RELAXING TECHNIQUES

- 26.1 Prepare and consult with client for chemical hair relaxing service and analyze hair and scalp
- 26.2 Select chemical according to scalp and hair analysis
- 26.3 Apply protective base at hairline, scalp and ears
- 26.4 Perform chemical hair-relaxing treatment according to manufacturer's directions
- 26.5 Rinse chemical from hair
- 26.6 Perform readiness test and apply neutralizer
- 26.7 Identify special problems associated with chemical hair relaxing treatments

27.0 DEMONSTRATE CURL REFORMATION (OVERCURLY HAIR)

- 27.1 Prepare and consult with client for soft curl permanent, analyze hair and scalp to determine appropriate service and correct product formulation
- 27.2 Select correct rod size for treatment
- 27.3 Perform soft curl permanent
- 27.4 Perform curl reformation treatment following manufacturer's directions
- 27.5 Perform a proper test curl and properly neutralize
- 27.6 Demonstrate rinsing and blotting
- 27.7 Correct problems associated with curl reformation

28.0 DEMONSTRATE CHANGING EXISTING HAIR COLOR

- 28.1 Prepare and consult with client for hair color treatment
- 28.2 Perform patch/skin test as required according to manufacturer's recommendations
- 28.3 Determine level of natural hair color
- 28.4 Select product and procedure
- 28.5 Perform product color mixing per manufacturer's directions
- 28.6 Perform a preliminary strand test for color
- 28.7 Perform temporary, semi-permanent, permanent or decolorizing procedure
- 28.8 Remove product from skin
- 28.9 Normalize condition
- 28.10 Create special hair color effects
- 28.11 Perform corrective hair color service
- 28.12 Perform one and two-step tint and retouch

29.0 PERFORM MORPHOLOGY AND TREATMENTS OF THE NAIL

- 29.1 Perform client consultation to determine correct nail service
- 29.2 Prepare client for manicure or pedicure
- 29.3 Establish uniform length and shape of nails
- 29.4 Perform manicure or pedicure including massage techniques
- 29.5 Identify nail diseases and disorders
- 29.6 Demonstrate safe use of manicure tools
- 29.7 Repair split and damaged nails
- 29.8 Apply/remove artificial nails
- 29.9 Identify alternative nail technology
- 29.10 Practice nail technology modalities and procedures

30.0 PERFORM MORPHOLOGY AND TREATMENTS OF THE SKIN

- 30.1 Prepare and consult with client for treatment
- 30.2 Analyze skin for proper treatment
- 30.3 Recognize skin diseases and disorders
- 30.4 Test for skin sensitivity
- 30.5 Cleanse appropriately
- 30.6 Perform a basic facial
- 30.7 Demonstrate effleurage, petrissage and tapotement during facial
- 30.8 Shape eyebrows
- 30.9 Remove hair-using tweezers
- 30.10 Remove superfluous hair by using physical or chemical depilatories
- 30.11 Apply makeup
- 30.12 Differentiate between day and evening make-up applications
- 30.13 Practice contouring and highlighting
- 30.14 Demonstrate extraction technique
- 30.15 Identify alternative skin technology
- 30.16 Practice skin modalities and treatments

31.0 MANAGE USING PROFESSIONAL SKILLS

- 31.1 Comply with city, county, state and federal regulations
- 31.2 Promote hair care by using and retailing professional products
- 31.3 Create sales and tip records
- 31.4 Record information on client record card and properly file card
- 31.5 Perform dispensary duties including inventory control
- 31.6 Operate reception desk
- 31.7 Determine and accept payment for services and give proper change
- 31.8 Explain salon policies and resolve client conflicts with supervisors
- 31.9 Clean up task sheet for the end of the shift